

Purpose

To define the policy and procedures for the most effective disposal or placement of office furniture and equipment no longer needed by a division, office, region, or district.

Policy

The department Surplus Properties Coordinator shall advertise “useable” office furniture and equipment (not including rate reimbursed equipment, see **UDOT 02-43**) within the department to determine if the item can be used by another division, office, region, or district. Such advertisements shall expressly state that the items advertised are for department use only and are not for sale or personal use. If there is no response, the item will be scheduled for transfer to the Utah State Division of Surplus Properties.

Procedures

Surplus Property - Advertising

UDOT 02-47.1

Please refer to department policy, **UDOT 02-41**, for procedures defining responsibilities and actions once an asset is no longer needed in a work area.

Responsibility: Department Surplus Properties Coordinator

Actions

1. To advertise, see **UDOT 02-41.1 item 5**. It is recommended that the computer E-Mail system be used to maximize coverage.
2. The department Surplus Properties Coordinator **“SHALL NOT ADVERTISE OR OFFER FOR SALE ANY SURPLUS OFFICE FURNITURE OR EQUIPMENT TO ANY UDOT EMPLOYEE.”**

Note: State Law requires that all surplus property must be transferred to the State Division of Surplus Properties (DSP). It is expressly understood that the department Surplus Properties Coordinator has no authority to sell surplus property or negotiate for the Division of Surplus Properties. Interested parties may request a copy of a Surplus Properties Form (SP-1) from the department Surplus Properties Coordinator. However, the prospective buyer should then submit their offer, along with a no-conflict statement from their division director, to the Division of Surplus Properties. The buyer must transact all business with DSP.